



CIVIL SERVICE WRITTEN EXAMINATION FOR ENTRY-LEVEL FIRE FIGHTER POSITION

COVER SHEET

INSTRUCTIONS:

**PLEASE READ ALL INSTRUCTIONS AND DOCUMENTS IN THIS
PACKET CAREFULLY!**

Your application must be thoroughly completed and submitted by the deadline.

Please note: Written Exam is scheduled for Thursday, December 18, 2025.

Visit: <https://iosolutions.com/ios-web-store/> and search **NFSI** to view
available study guides at applicant's cost.

Application Submittal Deadline:

Friday, November 07, 2025 at 5 PM

***Applications will NOT be accepted after this date - No exceptions!**

One week before the exam, you will receive a confirmation email that will
confirm your examination eligibility.





ENTRY LEVEL FIRE FIGHTER EXAMINATION APPLICATION INSTRUCTIONS

Your application must be thoroughly completed. Application and all required documents must be submitted by **Friday, November 07, 2025 - no exceptions**. Applications must be submitted to the Human Resources Department, located at 1300 West Houston Avenue, McAllen, Texas 78501.

A. MINIMUM REQUIREMENTS:

I. To be eligible to take the Civil Service Written Examination for Entry-Level Position Fire Fighter with the City of McAllen Fire Department, applicants must:

1. Be a U.S. Citizen, Legal Permanent Resident Alien, or authorized by law to have U.S. residency;
2. Must be at least 18 years of age and not older than 35 years of age;
3. Be a high school graduate or have passed general educational development (GED) test indicating high school graduation level;
4. Must be able to intelligently read and write the English language;
5. Have a valid Driver License and satisfactory driving record (a valid Texas Driver License and satisfactory driving record is required prior to employment as an Entry-Level Fire Fighter) and must not be prohibited by state or federal law from operating a motor vehicle;
6. Have completed and submitted the enclosed documentation to the City of McAllen Human Resources Department/Civil Service Division by the deadline. **No applications will be accepted after the deadline;**
7. Must have not been convicted of a felony offense;
8. Not have executed at any time, a confession to a felony offense where such confession was admissible as evidence against another person in any criminal proceedings in any State or Federal Court;
9. Not have been convicted of a misdemeanor offense of a Class "A" or Class "B" grade or equivalent within the last three (3) years;
10. Not be presently on probation for a criminal offense;
11. Not have more than three (3) traffic violations within the last three (3) years;
12. Be of good moral character;
13. Must not have had a Firefighter Certificate from the Texas Commission of Fire Protection previously revoked.
14. Be subject to Local, State, and National records and/or files to disclose any criminal records or verify driving records.
15. Additionally you will be required to obtain within twelve months of employment, the following:
 - a. Texas Commission on Fire Protection – Structural Firefighter certification
 - b. Texas Driver License Class B Exempt
 - c. Department of State Health Services EMT (Emergency Medical Technician)

NOTE: If hired, you must provide a copy of your immunization record to the Fire Department. If you have not had immunizations for Hepatitis B (there are three required), you should begin this immediately. The three-shot series is over a six-month period.

Failure to complete these requirements will cause the applicant to be terminated from employment.

B. ENTRY LEVEL FIREFIGHTER WRITTEN ENTRANCE EXAMINATION INFORMATION

1. The City of McAllen Civil Service Commission will provide competitive written entrance examinations to create an Eligibility List for Beginning Positions for Fire Fighter. The examinations are open to each person who submits a proper application and meets the minimum requirements found in Section A of this document.
2. An independent testing agency will be contracted to provide the written entrance examination. The Civil Service Department will administer the examination.
3. The examination must be based on the person's general knowledge and aptitude and must inquire into the applicant's general education and mental ability.
4. A raw score list will be created to show the results of the written exam.
5. Thereafter an Eligibility List for a Beginning Position for Fire Fighter will be created as a result of the written entrance examination. This list will include an additional five (5) points added to the examination grade of an applicant who served in the U.S. Armed Forces, received an Honorable Discharge, and made a passing grade on the entrance examination. TO RECEIVE THE POINTS, DOCUMENTED PROOF (DD214) OF THE HONORABLE DISCHARGE MUST BE SUBMITTED TO THE CIVIL SERVICE OFFICE PRIOR TO THE ENTRANCE EXAMINATION.

C. SELECTION FROM ELIGIBILITY LIST

Applicants selected from the Eligibility List to be hired by the City for a Beginning Position of Firefighter will undergo and must pass:

1. Initial Fitness Assessment
 - a. Minimum Standard to Pass
 - i. 1 ½ Mile run under 15:30 Minutes
 - ii. 20 Push-ups within 1 Minute
 - iii. 25 Sit-ups within 1 Minute
2. Entry Level Physical Agility Test
3. A Background Investigation
4. Medical Examination per current edition of The National Fire Protection Association Standard 1582.
5. Psychological Examination

D. REQUIRED DOCUMENTS:

1. Driver's License Class: _____ Expiration Date: _____
2. Birth Certificate (Hospital birth certificates are not acceptable)
3. Certificate of Naturalization (Unlawful to copy) # _____
4. Social Security Card (If a card is not available, must present a letter of renewal from the Social Security Administration Office).
5. High School Diploma/GED Certificate or official transcript (Unofficial copies are not acceptable. If the school will not issue an official transcript to the student, have them mail the transcript direct to our office.)



FIREFIGHTER BENEFITS



PAY SCALE

POSITION	RATE	ANNUAL HOURS
CADET	\$21.7822/HR	2080
RECRUIT	\$16.4394/HR	2756
FIREFIGHTER	\$18.6443/HR	2756
DRIVER	\$20.9734/HR	2756
LIEUTENANT	\$23.6312/HR	2756
CAPTAIN	\$26.7127/HR	2756
DEPUTY CHIEF	\$40.4239/HR	2080

LONGEVITY PAY

YEARS OF SERVICE	ANNUAL AMOUNT
YEARS 1-2	\$1,925
YEARS 3-4	\$2,750
YEARS 5-7	\$4,950
YEARS 8-10	\$7,700
YEARS 11-12	\$9,350
YEARS 13-14	\$11,550
YEARS 15-16	\$13,200
YEARS 17-19	\$14,300
YEAR 20	\$16,500
YEARS 22+	\$18,700

EDUCATION PAY

TYPE	MONTHLY RATE
ASSOCIATE DEGREE	\$165
BACHELOR'S DEGREE	\$275
MASTER'S DEGREE	\$385
DOCTORATE DEGREE	\$440

ASSIGNMENT PAY

Personnel assigned to a forty hour work week shall receive assignment pay of 10% of base salary.

CERTIFICATION PAY

TYPE	BASIC	INTERMEDIATE \$55/MO	ADVANCED \$110/MO	MASTER \$220/MO
STRUCTURE		\$55/MO	\$110/MO	\$220/MO
ARFF		\$55/MO	\$110/MO	\$220/MO
FIRE INVEST		\$55/MO	\$110/MO	\$220/MO
ARSON INVEST		\$55/MO	\$110/MO	\$220/MO
INSPECTOR	\$27.50/MO	\$55/MO	\$110/MO	\$220/MO
HAZMAT	\$165/MO			
DRIVER/OP	\$27.50/MO			
FIRE OFFICER	\$27.50/MO	\$55/MO	\$110/MO	\$220/MO
FIRE INST.	\$27.50/MO	\$55/MO	\$110/MO	\$220/MO
EMT INST.	\$55/MO			
EMT	\$165/MO		\$220/MO	\$275/MO
FTO	\$110/MO			

VACATION LEAVE

Vacations accrue for eligible Employees at a rate of 15 hours per month for personnel assigned to 24-hour shifts.

SICK LEAVE

Fire civil service employees shall accrue 15 hours of sick leave per month.

FUNERAL LEAVE

Employees are eligible to take up to four (4) 12-hour days for personnel assigned to 24-hour shifts, and three (3) work shifts for all 40-hour employees, for the death of an immediate family member.

TUITION REIMBURSEMENT

In addition to the benefits the City provides for tuition reimbursement, Fire civil service employees are also eligible for reimbursement of textbooks as well as enrollment fees associated with registration at South Texas College Applied Science in Fire Science Technology program.

BENEFIT PLANS

MEDICAL

The City sponsors a self-funded EPO plan through United Healthcare. There is a \$50 monthly surcharge that applies to spouses that have employer sponsored coverage available. Health plan members have option of no cost primary care, urgent care and extended ancillary care through our preferred clinic, Frontier.

BI-WEEKLY PREMIUMS

TIER	PREMIUM
EMPLOYEE ONLY	\$30.00
EMPLOYEE PLUS SPOUSE	\$169.00
EMPLOYEE PLUS CHILD	\$140.00
EMPLOYEE PLUS FAMILY	\$182.00

DENTAL

Eligible Employees can enroll in the City's Dental Plan with Delta Dental. The Plan covers 100% Preventative Services, 80% Basic Services and 50% Major Services up to the maximum allowance annually. Basic and Major Services have a \$50 deductible.

BI-WEEKLY PREMIUMS

EMPLOYEE ONLY	EMPLOYEE PLUS FAMILY
\$9.95	\$32.88

VISION

Eligible Employees can enroll in the City's Vision Plan with Davis Vision. The plan covers your exam (with \$10 exam copay) and glasses or contacts (with \$10 materials copay up to the maximum allowances). Additional discounts are available for upgrades and extras.

BI-WEEKLY PREMIUMS

EMPLOYEE ONLY	EMPLOYEE PLUS FAMILY
\$5.20	\$13.02

FLEXIBLE SPENDING ACCOUNT

Eligible Employees can participate in the Flexible Spending Account program that allows you to pay for eligible healthcare expenses (including dental/vision) with pre-tax contributions on a front loaded debit card. You choose the amount to set aside from your paycheck and must re-elect this benefit each year to continue. The 2025-26 plan year maximum contribution is \$3,300. This money is use-it or lose-it within the plan year; however, the plan has a \$660 rollover allowance and includes a 90 day run-out to file expenses for the previous plan year.

LIFE

Eligible Employees receive life insurance benefits of 2x annual salary (up to \$100,000) at no cost to them through Lincoln Financial. Additional voluntary life insurance is available at cost for the Employee, their spouse, and children. Premiums vary.

DISABILITY

Eligible Employees enrolled in disability through Lincoln Financial with non-job related illness or injury receive up to 60% of their salary if they are unable to perform their essential job functions. Short Term Disability offers up to 13 weeks of benefits after a 7 or 14 day waiting period, while Long Term Disability offers up to 2 or 5 years of benefits, or up to age 65 after a 90 day waiting period. Premiums vary based on plan choice and salary.

PREPAID LEGAL & ID PROTECTION

Eligible Employees can enroll in prepaid legal and identity theft coverage through ARAG for \$10.20 per pay period. This legal plan provides access to over 14,000 attorneys nationwide to assist with personal legal needs like creating wills, estate planning, marriage/divorce, buying a home, and much more. Legal services are available online, over-the-phone or in-person. ARAG identity theft benefits include robust monitoring and complete identity restoration should you become a victim of identity theft.

ANCILLARY BENEFITS

Eligible Employees can elect coverage for themselves and dependents at cost from one or more of our Colonial Life ancillary products that include: Accident, Cancer, Critical Illness, Medical Bridge and Whole Life policies. These policies provide direct payment to the participant and premiums vary.

HEARING BENEFITS

The City's Health, Dental and Vision plans each have some hearing discount provisions available for enrollees. Additionally, the City has a discount partnership with Start Hearing that is available to Employees and their families with no enrollment needed.

EMPLOYEE ASSISTANCE PLAN

The City offers no cost Employee Assistance Plan services through Optum that are confidential to eligible Employees and their household. Individuals receive free, confidential counseling, referrals, legal assistance, and financial services. The EAP also has a robust program to help our Employees handle eldercare concerns for their aging parents.

PET INSURANCE

The City offers access to low cost pet insurance available for a variety of pet types through a direct pay program.



MCALLEN FIRE DEPARTMENT Fire Fighter Application

**Return Preliminary Application to:
Christina Flores
Civil Service Dept.
P.O. Box 220
1300 Houston Avenue
McAllen, TX 78505-0220
Phone: (956)681-1045**



CITY OF MCALLEN FIRE DEPARTMENT APPLICATION FOR FIRE FIGHTER

McAllen Fire Department is governed by Texas Local Government Code 143 (Civil Service Law and 174 Collective Bargaining)

INSTRUCTIONS: You are hereby informed that the correctness of all statements made herein will be investigated. Answer all questions completely. If a question is not applicable, write "NA". Write "Unknown" only if you do not know the answer and cannot obtain the answer from personal records. Attach extra sheets for extra details on any question(s) for which you do not have sufficient room.

Print or Type all information

DATE OF APPLICATION _____

NAME: _____
(LAST) (FIRST) (MIDDLE)

SOCIAL SECURITY NUMBER: _____ DATE OF BIRTH: _____

PRESENT ADDRESS: _____
STREET & NUMBER CITY STATE ZIP

MAILING ADDRESS: _____
STREET & NUMBER CITY STATE ZIP

PERMANENT ADDRESS: _____
STREET & NUMBER CITY STATE ZIP

HOME TELEPHONE NO: _____ WORK TELEPHONE NO: _____

CELL PHONE NO: _____ EMAIL ADDRESS: _____

TEXAS DRIVER'S LICENSE NUMBER: _____

OUT OF STATE DRIVER'S LICENSE NUMBER: _____ STATE: _____

(CIRCLE ONE)

1.) ARE YOU BETWEEN THE AGE OF 18 AND 35? YES NO

2.) ARE YOU A U.S. CITIZEN? YES NO

ARE YOU A PERMANENT LEGAL RESIDENT ALIEN? YES NO

3.) ARE YOU PRESENTLY ON PROBATION FOR A CRIMINAL OFFENSE? YES NO

4.) HAVE YOU EVER BEEN ARRESTED OR CONVICTED OF A FELONY OFFENSE? YES NO

5.) HAVE YOU EVER EXECUTED AT ANY TIME A CONFESSION TO A FELONY OFFENSE WHERE SUCH A CONFESSION WAS ADMISSIBLE AS EVIDENCE AGAINST A PERSON IN ANY CRIMINAL PROCEEDING IN ANY STATE OR FEDERAL COURT? YES NO

6.) HAVE YOU BEEN ARRESTED OR CONVICTED OF DRIVING WHILE INTOXICATED OR DRIVING UNDER THE INFLUENCE OF DRUGS WITHIN THE LAST THREE YEARS? YES NO

7.) CAN YOU READ AND WRITE ENGLISH? YES NO

8.) DO YOU HAVE A HIGH SCHOOL DIPLOMA? YES NO

DO YOU HAVE A G.E.D.? YES NO

9.) HAVE YOU EVER HAD A FIREFIGHTER'S CERTIFICATE ISSUED BY THE TEXAS COMMISSION ON FIRE PROTECTION REVOKED? YES NO

10.) HAVE YOU EVER HAD A CERTIFICATE ISSUED BY THE TEXAS DEPARTMENT OF STATE HEALTH SERVICES REVOKED? YES NO

11.) LIST ALL TRAFFIC VIOLATIONS YOU HAVE BEEN CONVICTED OF WITHIN THE LAST THREE (3) YEARS.

TYPE OF VIOLATION

DATE

1. _____

2. _____

3. _____

MILITARYSERVICE

Have you ever been a member of any branch of the U.S. Armed Forces?

yes ☐ no ☐ If yes, Branch of Service: _____

Induction date: _____ Discharge date: _____

Type of Discharge: _____

While in the military service, were you ever arrested for an offense which resulted in a trial by Deck Court or Summary, Special or General Court Martial? If yes, give date, place, law enforcing authority or type of Court or Court Martial; charge and action taken for each incident.

Charge: _____ Date: _____

Results: _____

Charge: _____ Date: _____

Results: _____

Awards: (Type and date awarded)

I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION ON THIS APPLICATION SHALL BE SUFFICIENT CAUSE FOR THE CIVIL SERVICE COMMISSION TO REMOVE MY NAME FROM THE ELIGIBILITY LIST.

(SIGNATURE OF APPLICANT)

(DATE)